



Raleigh Parks, Recreation and
Cultural Resources Department

2015 – 2016

SCHOOL BASED PROGRAMS

REGISTRATION BEGINS MARCH 16, 2015



AFFORDABLE, QUALITY RECREATION PROGRAMS

BEFORE SCHOOL X-PRESS, AFTER SCHOOL X-PRESS, TRACK OUT X-PRESS, & TEACHER WORKDAY PROGRAMS



RALEIGH Parks,
Recreation and
Cultural Resources
parks.raleighnc.gov

Recreation Business Office, 105 Pullen Road, Raleigh, NC 27607, 919-996-4800

PARKS.RALEIGHNC.GOV

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General Information

After School, Before School and Track Out X-Press Programs

- > The After School X-Press Program includes scheduled early release days.
- > Inclement Weather Policies for all programs are located in School Based Program Policies Section.
- > Year-round school participants can attend the Before and After school program only when their track is in school. For information about the Track Out X-Press program when your child is tracked out, see page 4.
- > The Before and After School X-Press Programs do not cover holidays and teacher workdays. The Raleigh Parks, Recreation, and Cultural Resources Department's Youth Escape School (Y.E.S.) Program is offered on selected teacher workdays and the dates are listed on pg. 7.
- > Program fees are not pro-rated for daily registrations.
- > Track Out participants are required to bring 2 snacks, a lunch, and drinks each day.

Welcome

TO RALEIGH PARKS, RECREATION, AND CULTURAL RESOURCES SCHOOL PROGRAMS!



Below is a tentative guide of Wake County schools that may be served by the Raleigh Parks, Recreation, and Cultural Resources Before and After School Programs for the school year 2015-2016. This list is subject to change at any time based on program registration and transportation availability.

School Name	Before School Location	After School Location	Onsite or Transported
Barwell Road Elementary	Barwell Road	Barwell Road	Onsite
Brier Creek Elementary	Brier Creek	Brier Creek	Onsite
East Garner Elementary	N/A	Barwell Road	Transported
East Garner Middle	N/A	Barwell Road	Transported
Harris Creek Elementary	Harris Creek Elementary	Harris Creek Elementary	Onsite
Leesville Middle	N/A	Lake Lynn	Transported
Riverbend Elementary	Riverbend Elementary	Riverbend Elementary	Onsite
Sycamore Creek Elementary	N/A	Lake Lynn	Transported
Wilburn Elementary	Marsh Creek	Marsh Creek	Transported

YEAR-ROUND SCHOOL CALENDAR PROGRAMS

General Information

Registration Questions

Registration for all school based programs is handled by the Recreation Business Office. Please call the Recreation Business Office at (919) 996-4800 for School Based Program Registration or email Rbo.registration@raleighnc.gov for more information.

Registration Deadline Dates

All registration forms must be submitted at least **one week** prior to the start of each program. Program start date may vary depending on the program. Please contact the

Recreation Business Office at (919) 996-4800 to verify registration deadline and space availability.

Registration After Programming Starts

Completed registration, payment, and \$25 non-refundable processing fee per participant must be received by the Recreation Business Office **one week** prior to start date.

Before School Programs

Before School X-Press

Grades K – 5

The Before School Program is a great way for your child to start their day! The morning is structured to allow for various arrival times. Activities include board games, crafts, playground time, gym games and more. Program staff completes multiple trainings in areas such as first aid, behavior management and age appropriate activity planning enabling them to provide a safe environment for children to play and learn.

Program Dates

Tuesday, July 7, 2015 – Thursday, June 30, 2016

Program Hours

Program opens at 7:00am



Program Cost

City resident – \$740 per participant (plus \$25 non-refundable processing fee)

Non-city resident – \$920 per participant (plus \$25 non-refundable processing fee)

> Full payment required for registrations that cost less than \$400. Registrations more than \$400 will require a \$25 non-refundable processing fee per participant and clients can have the option of a payment plan (see Payment Options on page 19).

Program Locations

To determine which program location your child should attend, please review the School Based Programs Selection Guide on page 1. See page 24 of the brochure for map and phone numbers of all locations.

Barwell Road Community Center
Brier Creek Community Center
Harris Creek Elementary School
Marsh Creek Community Center
River Bend Elementary School

YEAR-ROUND SCHOOL CALENDAR PROGRAMS

After School Programs

After School X-Press Program

Grades K – 8

The After School X-Press Program is offered at local Community Centers and select Elementary Schools. This recreation-based program gives your child a chance to explore their interests in many areas, including: Arts and Crafts, Computer Education, Sports and Fitness, Nature, Music, Cooking and Nutrition programs. Program staff completes multiple trainings in areas such as first aid, behavior management and age appropriate activity planning enabling them to provide a safe environment for children to play and learn. Time will also be provided for program participants to work on homework.

Program Dates

Tuesday, July 7, 2015 –

Thursday, June 30, 2016

Program Hours

Programs close at 6:30pm.

Program Sites

Barwell Road, Brier Creek, Lake Lynn, Harris Creek, River Bend and Marsh Creek

Program Cost

- > \$1,460 per year per participant for city residents (plus \$25 non-refundable processing fee)
- > \$1,640 per year per participant for non-city residents (plus \$25 non-refundable processing fee)
- > Full payment required for registrations that cost less than \$400. For registrations over \$400 clients can have the option of a payment plan (see more Payment Options on page 19).

Transportation

Raleigh Parks, Recreation, and Cultural Resources and the Wake County Public School System's Transportation Department work together in an attempt to transport participants from schools to Raleigh Parks, Recreation, and Cultural Resources After School programs. The Raleigh Parks, Recreation, and Cultural Resources Department is subject to all policies and procedures administered by the Wake County Public School System and has no control over decisions made by Wake County concerning participants that ride a Wake County School bus to an After School program site.

Raleigh Parks, Recreation, and Cultural Resources reserves the right to amend a participant's After School location based on transportation needs. Transportation may not be available in some circumstances.

Snacks

Beginning with the 2015–2016 school year, Raleigh Parks, Recreation & Cultural Resources Department will not provide a daily snack for After School participants. Participants should bring their own snack.



YEAR-ROUND SCHOOL CALENDAR PROGRAMS

Track Out X-Press Program

Track Out X-Press Program

Grades K – 8

The Track Out Program strives to provide high quality activities and new learning opportunities for children who are tracked out of Year-Round or Modified schools, all at a reasonable cost. Program staff completes multiple trainings in areas such as first-aid, behavior management and age-appropriate activity planning enabling them to provide a safe environment for children to play and learn. The program provides an exciting and stimulating atmosphere through organized activities such as recreational games and sports, field trips and arts and crafts, as well as many learning opportunities through food experiences, science and nature activities and computer technology. Participants will also receive a program T-shirt that should be worn on all non-pool field trips. Participants will not have the opportunity to spend personal money brought from home on field trips.

Program Hours

The track-out program opens at 7:00am and closes at 6:30pm.

Program Locations

Barwell Road (Tracks 1 and 4)
Brier Creek
Lake Lynn (Tracks 1, 3, and 4)
Marsh Creek

PROGRAM COST

All 4 breaks

City resident – \$1,620 per participant
(plus \$25 non-refundable processing fee)
Non-city resident - \$1,800 per participant
(plus \$25 non-refundable processing fee)

Weekly

> City resident – \$160/wk
> Non-city resident – \$175/wk

> Full payment required for registrations that cost less than \$400. For registrations more than \$400, clients can have the option of a payment plan (see Payment Options on page 19). All track out weeks must be paid in full when registering after March 1, 2016.

Track Out Weekly Registration

Track Out weekly registration information and dates are located on page 14. Weekly Track Out X-Press registration will begin April 20, 2015.

Program Information

The track out program will not operate on the following dates:

- > Wednesday, July 1 – Monday, July 6, 2015
- > Monday, September 7, 2015
- > Wednesday, November 11, 2015
- > Wednesday, November 25 – Friday, November 27, 2015
- > Monday, December 21, 2015 – Friday, January 1, 2016
- > Monday, January 18, 2016
- > Friday, March 25, 2016
- > Monday, May 30, 2016





Sample Track Out Program Schedule

City of Raleigh Parks and Recreation Department

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
7:30	Choice Play Activities (Board Games, Gym Games, Art Stations, etc.)					
8:00						
9:00	Snack	Field Trip #1 Field Trip May Include: Recreational Locations (roller skating, bowling, miniature golf, park, etc.) Or Educational Location (museum, art location, nature location, etc.)	Snack	Field Trip #2 Field Trip May Include: Recreational Locations (roller skating, bowling, miniature golf, park, etc.) Or Educational Location (museum, art location, nature location, etc.)	Snack	
9:30	Assembly Rules		Indoor Recreational Activities		Playground	
10:00	Art Project #1		Indoor Recreational Activities		Indoor Recreational Activities	Indoor Recreational Activities
10:30						
11:00	Outdoor Recreational Activities		Indoor Recreational Activities	Indoor Recreational Activities		
11:30	Outdoor Recreational Activities		Indoor Recreational Activities		Indoor Recreational Activities	
12:00	Lunch	Lunch	Lunch	Lunch		
12:30	Down Time	Lunch	Down Time	Down Time		
1:00	Indoor Recreational Activities	Down Time	Outdoor Recreational Activities	Indoor Recreational Activities	Cooking Project	
1:30	Outdoor Recreational Activities	Indoor Recreational Activities	Art Project #2	Playground		
2:00	Playground	Playground		Outdoor Recreational Activities	Indoor Recreational Activities	
2:30			Indoor Recreational Activities		Indoor Recreational Activities	
3:00	Snack	Snack	Snack	Snack	Snack	
3:30	Indoor Recreational Activities	Indoor Recreational Activities	Indoor Recreational Activities	Indoor Recreational Activities	Indoor Recreational Activities	
4:00	Indoor Recreational Activities	Indoor Recreational Activities	Indoor Recreational Activities	Indoor Recreational Activities	Indoor Recreational Activities	
4:30-6:30	Choice Play Activities					

YEAR-ROUND SCHOOL CALENDAR PROGRAMS

Friendly Track Out Program

Friendly Track Out Program

Grades K-7; Track 4 only

Friendly Track Out is designed to meet the needs of students with developmental disabilities who attend school on Track 4. Each week contains structured recreation, leisure, and social activities designed specifically for these students. Participants must be able to work successfully on a 1 staff to 3 participant ratio. Some personal care assistance is provided for dressing, toileting, and hygiene. However, students who require more assistance or supervision may attend with a Personal Assistant (additional paperwork required at least 2 weeks in advance).

Registration for all participants is recommended at least 3 weeks in advance to insure program availability.

Additional information will be required for each participant, and will be provided once the participant is registered. For more information please contact 919-996-2110.

Program Hours and Location

Friendly Track Out opens at 8:00 am and closes at 5:00 pm, at Jaycee Community Center.

PROGRAM COST

Weekly registration is \$160.00 per week (see Weekly Registration form for details). Friendly Track Out is only available for Breaks 2-4. Camp Friendly is available to year-round students during the summer track out period (Break 1: July 7-24, 2015); information can be found in the Summer Camps brochure.

Non-resident fees do not apply to Specialized Recreation programs at this time.

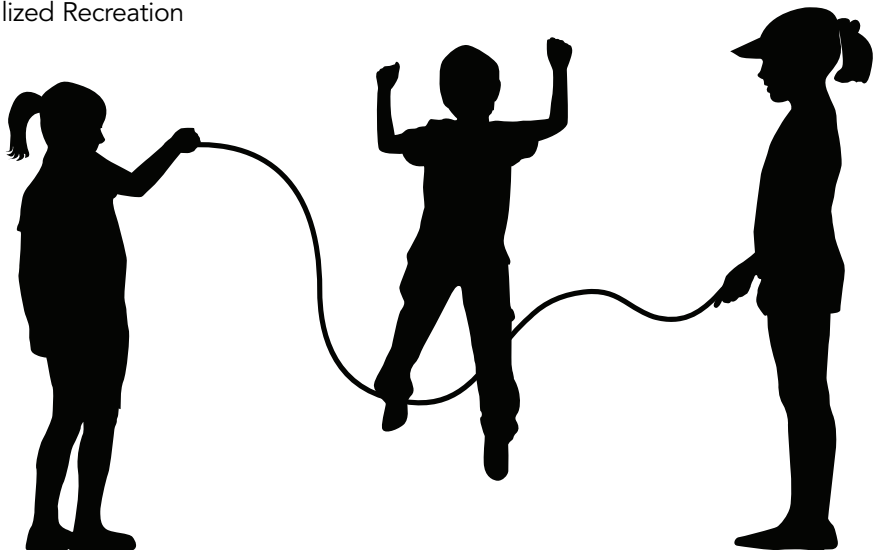
Program Registration

Track Out weekly registration information and dates are located on page 14. Friendly Track Out is only available for Breaks 2-4. Weekly Track Out registration will begin April 20, 2015.

Program Dates

- > Fall: Thursday, October 1 – Wednesday, October 21, 2015
- > Winter: January 4 - Friday, January 22, 2016*
- > Spring: March 28 – Tuesday, April 19, 2016

* Please note that Friendly Track Out will not operate on Monday, January 18, 2016.



SCHOOL'S OUT PROGRAMS

Y.E.S. Day Programs

Y.E.S. Day Program

Grades K – 8

Need something for your child to do on teacher workdays or school holidays? Enroll in the Youth Escape School (Y.E.S.) program! This wonderful recreational opportunity provides a safe alternative for school aged children while parents work. Participants interact with their peers and counselors in fun filled activities such as sports, arts & crafts, games, movies and a variety of other exciting events. Field Trips may require additional fees. Each participant must bring lunch, 2 snacks, and drinks. **Y.E.S. Days must be paid in full at the time of your registration.** Clients can register either through the Recreation Business Office or the community center where the program is held.

Program Cost

\$25 per day for city residents

\$40 per day for non-city residents

Program Time 7:30am-6:00pm

Program Locations

A map and phone numbers for all locations are listed on page 24.

YES Day Date

Facilities Offering the Program

August 18, 2015	Barwell Road, Biltmore Hills, Green Road, Laurel Hills, Optimist
August 19, 2015	Barwell Road, Biltmore Hills, Green Road, Laurel Hills, Optimist
August 20, 2015	Barwell Road, Biltmore Hills, Green Road, Laurel Hills, Optimist
August 21, 2015	Barwell Road, Biltmore Hills, Green Road, Laurel Hills, Optimist
September 23, 2015	Barwell Road, Biltmore Hills, Green Road, Jaycee, Laurel Hills, Optimist
October 26, 2015	Barwell Road, Biltmore Hills, Green Road, Jaycee, Laurel Hills, Optimist
November 25, 2015	Barwell Road, Biltmore Hills, Green Road, Jaycee, Laurel Hills, Optimist
December 21, 2015	Barwell Road, Biltmore Hills, Green Road, Jaycee, Lake Lynn, Laurel Hills, Marsh Creek, Optimist
December 22, 2015	Barwell Road, Biltmore Hills, Green Road, Jaycee, Lake Lynn, Laurel Hills, Marsh Creek, Optimist
December 23, 2015	Barwell Road, Biltmore Hills, Green Road, Jaycee, Lake Lynn, Laurel Hills, Marsh Creek, Optimist
December 28, 2015	Barwell Road, Biltmore Hills, Green Road, Jaycee, Lake Lynn, Laurel Hills, Marsh Creek, Optimist
December 29, 2015	Barwell Road, Biltmore Hills, Green Road, Jaycee, Lake Lynn, Laurel Hills, Marsh Creek, Optimist
December 30, 2015	Barwell Road, Biltmore Hills, Green Road, Jaycee, Lake Lynn, Laurel Hills, Marsh Creek, Optimist
December 31, 2015	Barwell Road, Biltmore Hills, Green Road, Jaycee, Lake Lynn, Laurel Hills, Marsh Creek
January 15, 2016	Barwell Road, Biltmore Hills, Green Road, Jaycee, Lake Lynn, Laurel Hills, Marsh Creek, Optimist
February 15, 2016	Barwell Road, Biltmore Hills, Green Road, Jaycee, Laurel Hills, Optimist
March 24, 2016	Barwell Road, Biltmore Hills, Green Road, Jaycee, Laurel Hills, Optimist
March 28, 2016	Barwell Road, Biltmore Hills, Green Road, Jaycee, Laurel Hills, Optimist
March 29, 2016	Barwell Road, Biltmore Hills, Green Road, Jaycee, Laurel Hills, Optimist
March 30, 2016	Barwell Road, Biltmore Hills, Green Road, Jaycee, Laurel Hills, Optimist
March 31, 2016	Barwell Road, Biltmore Hills, Green Road, Jaycee, Laurel Hills, Optimist
April 1, 2016	Barwell Road, Biltmore Hills, Green Road, Jaycee, Laurel Hills, Optimist
April 25, 2016	Barwell Road, Biltmore Hills, Green Road, Jaycee, Laurel Hills, Optimist

SCHOOL'S OUT PROGRAMS

Friendly Y.E.S. Day Program

Friendly Y.E.S. Day Program

Grades K – 8

Friendly Y.E.S. Days are designed for participants with developmental disabilities who would enjoy active games, music, arts/crafts, and nature activities on teacher workdays. Each participant must bring lunch, 2 snacks, and drinks for the day. Some personal care assistance is provided for dressing, toileting, and hygiene. Students who require more assistance or supervision may attend with a Personal Assistant. **Registration is recommended at least 2 weeks in advance to insure program availability.** For more information please contact 919-996-2110.

Program Cost

\$35 a day

Program Dates

September 23, 2015

October 26, 2015

January 19, 2016

February 15, 2016

March 24, 2016

April 25, 2016

Program Time

7:30am – 6:00pm

Program Location

Jaycee Community Center

Weather Bound Program

Weather Bound Program

Grades K – 8

Bring your children to the Weather Bound Program for a day of structured play when Wake County Public Schools are closed due to inclement weather. Hours are 8:00am to 5:00pm. Activities may include sports, crafts, games, computer games, movies and outdoor play. Children should bring a lunch, two snacks and drinks and a change of clothes. Pre-registration is recommended. **Weather Bound Program must be paid in full at the time of your registration.** Space is limited. **Please contact program location for availability and to register.**

Program Cost

\$25 a day for city residents

\$40 a day for non-city residents

Program Locations

Chavis, Green Road, Jaycee

Information for all locations listed in the section is located on page 24. Information includes location addresses and phone numbers.



Middle School After School

Middle School After School

Grades 6 – 8

Middle School After School offers fun and exciting activities for middle school students in an afterschool setting! Age appropriate activities and designated homework time will be a part of this program. Activities include active games, teambuilding, sports, board games, arts and craft projects, and much more! Transportation provided from Daniels and Martin Middle School.

Program Dates

August 24, 2015 – June 9, 2016 (unless extended by snow days)

Program Hours

School dismissal until 6:00 PM.

Program Site

Jaycee Community Center

Program Cost

\$1,460 for city residents

\$1,604 for non-city residents

Teens Traveling the Triangle

Teens Traveling the Triangle

Grades 6 – 8

Looking for something exciting to do on your day off from school? Teens Traveling the Triangle will provide just that! This program will occur on select WCPSS teacher workdays and spring break. The program provides an opportunity for middle school teens to experience a few of the diverse attractions that the Triangle has to offer. At least 2 field trips will occur each day. Examples of possible field trips include local parks and museums, arcades, facility tours of local sports arenas, bowling and much more! Participants will need to be dropped off by 9:00am and will need to be picked up between 4:30-6:00pm. Parents please send two snacks and a lunch with your child.

Program Cost

\$35 per day for city residents

\$50 per day for non-city residents

Program Location

Jaycee Community Center

Program Dates

September 23, 2015

October 26, 2015

January 19, 2016

February 15, 2016

March 24, 2016

March 28, 2016

March 29, 2016

March 30, 2016

March 31, 2016

April 1, 2016

April 25, 2016



Raleigh Parks, Recreation and
Cultural Resources Department

SCHOOL BASED PROGRAMS REGISTRATION

What our customers are saying!

"My child enjoys going to the center for Before School and really loves the track out program. She often rants and raves to her friends and family on how much fun she has at the center. I just want to give my gratitude and say thank you for how comfortable I am in leaving my child in your care."

Program Parent

"They care about us. The good thing about them is each counselor has their own personality. They come in everyday and stay happy all day. They make sure we do everything to the best of our ability."

Program Participant

"I like all the games we play. It makes me excited to go every morning."

Program Participant

2015 – 2016 Registration Information

Registration Checklist

- ☐ **Locate the appropriate programs** – Indicate on registration form your participant's school name and track number.
- ☐ **Registration Form** – Submit a completed form for each participant.
- ☐ **Child Care Licensing Information** – Brier Creek, Barwell Road and Marsh Creek participants will be required to complete licensing paperwork at the time of registration or at the site.
- ☐ **Payment Options** – Choose the correct option that fits your needs.
- ☐ **\$25 non-refundable processing fee is required for each participant to be submitted with registration form.**



Program Questions

General school based program questions can be answered by the Youth Programs Office at (919) 996-6165 or email youth.programs@raleighnc.gov. For Friendly Track Out, questions may be directed to (919) 996-2110.

Registration Questions

Registration for all school based programs is handled by the Recreation Business Office. Please call the Recreation Business Office at (919) 996-4800 or email Rbo.registration@raleighnc.gov

Registration Deadline Dates

All registration forms must be submitted at least one week prior to the start of each program. Program start date may vary depending on the program. Please contact the Recreation Business Office at (919) 996-4800 to verify registration deadline and space availability.

Registration After Programming Starts

Completed registration, payment, and \$25 non-refundable processing fee per participant must be received by the Recreation Business Office **one week** prior to start date.

2015 – 2016 Registration Information

Registration Form Submission

The Recreation Business Office will accept completed registration materials by drop off or mail-in. **Fax or electronic copies are not permitted.**

Drop-Off Registration

Drop off registration is preferred at the Recreation Business Office, located at 105 Pullen Road, Pullen Arts Center, Raleigh, NC, 27607.

Registration forms will be accepted beginning March 16, 2015. Registration forms will be processed on a **first come, first serve basis**. Full payment (required for all registrations that cost less than \$400) **plus** a \$25 non-refundable processing fee per participant. Registrations more than \$400 will require a \$25 non-refundable processing fee per participant and clients have the option of a payment plan. If you choose to drop off completed registration forms at one of our other program locations **YOU MUST SEAL YOUR FORMS AND PAYMENT** in an envelope addressed to the Recreation Business Office/School Based Programs Registration. For quality control, registrations will only be processed by the Recreation Business Office. Program locations are listed on page 24. Please call locations for hours of operation.

Withdrawals/Transfers

All withdrawal and transfer requests must be received in writing 14 days or more in advance of a program. When you withdraw from the track out full package, your space will be released. Waitlist clients for the track out full package will have the option to register for this space. Withdrawing and re-registering does not guarantee space availability. If there is no space availability your registration will be placed on the waitlist.

Non-refundable Processing Fee

A \$25.00 non-refundable processing fee per participant is due at the time of registration. Withdrawals due to non-payment will require a \$25.00 non-refundable processing fee per participant prior to registering back into the program.

Mail-In Registration

Mail-in registrations should be postmarked no earlier than March 16, 2015. Registrations will be processed by the postmark date. Registrations received with a postmark earlier than March 16, 2015 will be processed beginning March 23, 2015. Please include full payment (required on registrations that cost \$400 or less) plus a \$25 non-refundable processing fee per participant. Registrations more than \$400 will require a \$25 non-refundable processing fee per participant plus clients can have the option of a payment plan.

Mailing Address

Raleigh Parks, Recreation, and Cultural Resources
Attention: Recreation Business Office – School Based Programs
Pullen Arts Center, P&R 6501
105 Pullen Road
Raleigh, NC 27607



2015 – 2016 Registration Part 1 - Program Selection

Please complete a separate registration for each child.

Main Contact Name

Youth Name

City of Raleigh Resident? ☐ Yes ☐ No

My Child Attends: (select one)

- ☐ Traditional School Calendar – School Name: _____
- ☐ Year-Round School Calendar - School Name and Track #: _____
- ☐ Modified School Calendar – School Name: _____
- ☐ Home School

You may select the following package programs and indicate a location selected (check all programs that apply)

- ☐ **Before School X-Press** ☐ \$740 (resident) ☐ \$920 (non-resident) Page 2
Program Location _____
- ☐ **After School X-Press** ☐ \$1,460 (resident) ☐ \$1,640 (non-resident) Page 3
Program Location _____
- ☐ **Track Out X-Press** ☐ \$1,620 (resident) ☐ \$1,800 (non-resident) Page 4 ☐ Weekly registration*
Program Location _____
- ☐ **Friendly Track Out** ☐ \$160 per week Page 6 ☐ Weekly registration*
Program Location: Jaycee Community Center
Dates: _____

* IF YOU PREFER to select only specific weeks of Track-Out programming please complete Track-Out Weekly Registration section (pg 14).

- ☐ **Y.E.S. Day Program (Must be paid at the time of registration)** Page 7
Program Location _____
Days x \$25 (resident) or \$40 (non-resident) \$ _____
Dates: _____
- ☐ **Friendly Y.E.S. Day Program (Must be paid at the time of registration)** Page 8
Days x \$35 \$ _____
Dates: _____
- ☐ **Weather Bound** Page 8
Program Location _____
Days x \$25 (resident) or \$40 (non-resident) \$ _____
- ☐ **Middle School After School** ☐ \$1,460 (resident) ☐ \$1,640 (non-resident) Page 9
- ☐ **Teens Traveling The Triangle** ☐ \$35 (resident) ☐ \$50 (non-resident) Page 9
Dates: _____

☐ **Non-refundable processing fee = \$25.00**

Total Cost \$ _____

Continued next page.

Program dates are subject to change.

Please call 919-996-4800 for more information.

OFFICE USE ONLY:

Deposit \$ _____ Site _____

Receipt # _____ Staff Name _____

Start Date _____

2015 – 2016 Registration Part 1 *continued*

Track Out Weekly Registration

Select all weeks that you wish for your child to attend the Track Out Program on a weekly basis. PLEASE MARK YOUR SELECTIONS CLEARLY. Weekly Track Out X-Press registration will begin April 20, 2015. All registration forms must be submitted at least one week prior to the start of each program. Program start date may vary depending on the program, please contact the Recreation Business Office at (919) 996-4800 to verify registration deadline and space availability.

Track 1	Track 2	Track 3	Track 4
<div><div>BREAK 1</div><div><div><div><div></div></div><div>9/8 – 9/11/15 \$128</div><div>Registration Deadline: 8/31/15</div></div><div><div><div></div></div><div>9/14 – 9/18/15 \$160</div><div>Registration Deadline: 9/8/15</div></div><div><div><div></div></div><div>9/21 – 9/25/15 \$160</div><div>Registration Deadline: 9/14/15</div></div><div><div><div></div></div><div>9/28 – 9/30/15 \$96</div><div>Registration Deadline: 9/21/15</div></div></div><div><div>BREAK 2</div><div><div><div><div></div></div><div>12/7 – 12/11/15 \$160</div><div>Registration Deadline: 11/30/15</div></div><div><div><div></div></div><div>12/14 – 12/18/15 \$160</div><div>Registration Deadline: 12/7/15</div></div></div><div><div>BREAK 3</div><div><div><div><div></div></div><div>3/7 – 3/11/16 \$160</div><div>Registration Deadline: 2/29/16</div></div><div><div><div></div></div><div>3/14 – 3/18/16 \$160</div><div>Registration Deadline: 3/7/16</div></div><div><div><div></div></div><div>3/21 – 3/24/15 \$128</div><div>Registration Deadline: 3/14/16 (no program 3/25)</div></div></div><div><div>Break 4</div><div><div><div><div></div></div><div>6/6 – 6/10/16 \$160</div><div>Registration Deadline: 5/31/16</div></div><div><div><div></div></div><div>6/13 – 6/17/16 \$160</div><div>Registration Deadline: 6/6/16</div></div><div><div><div></div></div><div>6/20 – 6/24/16 \$160</div><div>Registration Deadline: 6/13/16</div></div><div><div><div></div></div><div>6/27 – 6/30/16 \$128</div><div>Registration Deadline: 6/20/16</div></div></div></div></div></div></div>	<div><div>BREAK 1</div><div><div><div><div></div></div><div>8/17 – 8/21/15 \$160</div><div>Registration Deadline: 8/10/15</div></div><div><div><div></div></div><div>8/24 – 8/28/15 \$160</div><div>Registration Deadline: 8/17/15</div></div><div><div><div></div></div><div>8/31 – 9/4/15 \$160</div><div>Registration Deadline: 8/24/15</div></div></div><div><div>BREAK 2</div><div><div><div><div></div></div><div>11/12 – 11/13/15 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<div><div>Subtotal of Track 1</div><div>\$_____</div></div> <div><div>Non Resident Fee</div><div>\$15 x # of weeks</div><div>\$_____</div></div> <div><div>TOTAL TRACK 1</div><div>\$_____</div></div>	<div><div>Subtotal of Track 2</div><div>\$_____</div></div> <div><div>Non Resident Fee</div><div>\$15 x # of weeks</div><div>\$_____</div></div> <div><div>TOTAL TRACK 2</div><div>\$_____</div></div>	<div><div>Subtotal of Track 3</div><div>\$_____</div></div> <div><div>Non Resident Fee</div><div>\$15 x # of weeks</div><div>\$_____</div></div> <div><div>TOTAL TRACK 3</div><div>\$_____</div></div>	

All weekly Track-Out registrations processed on and after March 1, 2016 must be paid in full at the time of registration.

Proceed to Part 2 next page.

2015 – 2016 Registration Part 2 - Participant Information

Please complete in ink.

Last Name	First Name	Preferred Name
Address		
City/State/Zip		Home Phone
Is this a new address? <input type="radio"/> Yes <input type="radio"/> No	Date of Birth	Age
Grade (2015–2016)		Gender
School	<input type="radio"/> Year-Round <input type="radio"/> Traditional <input type="radio"/> Modified	
If year-round school, provide Track #	Track Out Only: T-shirt Size: <input type="radio"/> YS <input type="radio"/> YM <input type="radio"/> YL <input type="radio"/> YXL <input type="radio"/> AS <input type="radio"/> AM <input type="radio"/> AL <input type="radio"/> AXL	
Insurance Carrier & Policy #		
Name of Child's Doctor, Phone Number & Address		
Name of Child's Dentist, Phone Number & Address		
Hospital Preference		

Parent/Guardian Information (please indicate person who is the main contact and preferred contact method)

<input type="radio"/> Parent/Guardian	Last Name	First Name
<input type="radio"/> Home #	<input type="radio"/> Work#	<input type="radio"/> Mobile #
Address		
City/State/Zip		
Employer		Email address
<input type="radio"/> Parent/Guardian	Last Name	First Name
<input type="radio"/> Home #	<input type="radio"/> Work#	<input type="radio"/> Mobile #
Address		
City/State/Zip		
Employer		Email address

Emergency Contact/Release Authorization

Please list in order additional names other than the parent/guardian listed above, 16 or older, that are authorized to be contacted in case of an emergency and allowed to pick-up the participant. Authorized individuals will be required to show a picture ID. Please print all names.

1. Name	Relationship to child
Address	City/State/Zip
Home #	Work#
	Mobile #
<input type="radio"/> Please check the box if you authorize staff to disclose information about the participant's behavior and other activities at the program.	
2. Name	Relationship to child
Address	City/State/Zip
Home #	Work#
	Mobile #
<input type="radio"/> Please check the box if you authorize staff to disclose information about the participant's behavior and other activities at the program.	

Continued next page.

2015 – 2016 Registration Part 2 - Emergency Notification System

School Based Programs Families will receive automated notifications via phone call, text message, and email during the following events:

- When programs close or delay due to inclement weather.
- When programs close due to any unforeseen situation.
- When you child needs to be relocated during an unforeseen situation.

Information concerning closure/delayed events can also be obtained by:

- Visiting the City of Raleigh Parks, Recreation, and Cultural Resources website at parks.raleighnc.gov and click on "parks status" on the left side of the page.
- Call the Youth Programs Office at 919-996-6165. Closure information will be posted on the voice mail message.

Automated notifications are the only source of contact you will receive during these events; updating your information is imperative for constant communication.

If your contact information changes at any point during the school year please notify site staff to provide updated contact information

Name of Child(ren)

Program Site(s)

Mobile Phone Numbers To Contact via phone call and text message during an event:

1.

2.

3.

4.

5.

6.

Email Addresses To Contact In Emergency:

1.

2.

3.

4.

Continued next page.

2015 – 2016 Registration Part 2 *continued*

Health Information

The City of Raleigh Parks, Recreation and Cultural Resources Department welcomes the participation of all individuals, including those with disabilities or special needs. We are committed to compliance with the ADA and will provide reasonable accommodations to facilitate participation in our programs. **To ensure that reasonable accommodations are in place, program registration or accommodation request should be received at least two weeks prior to the start of the program.** For more information please contact Inclusion Services 919-996-2145. Please indicate yes or no for ALL items listed. Please use space below to provide additional details on boxes checked Yes.

- | | |
|--|--|
| <input type="checkbox"/> yes <input type="checkbox"/> no Autism Spectrum Disorder (Asperger's, Autism, HFA, PDD) | <input type="checkbox"/> yes <input type="checkbox"/> no ADHD / ADD (please circle one) |
| <input type="checkbox"/> yes <input type="checkbox"/> no Diabetes | <input type="checkbox"/> yes <input type="checkbox"/> no Allergies: _____ |
| <input type="checkbox"/> yes <input type="checkbox"/> no Down Syndrome | <input type="checkbox"/> yes <input type="checkbox"/> no Asthma _____ |
| <input type="checkbox"/> yes <input type="checkbox"/> no Emotional / Behavioral Disorder (not related to ADHD/ADD) | <input type="checkbox"/> yes <input type="checkbox"/> no Dietary Restrictions: _____ |
| <input type="checkbox"/> yes <input type="checkbox"/> no Epilepsy / Seizures Disorder | <input type="checkbox"/> yes <input type="checkbox"/> no Hearing or Visual Impairment: (glasses, hearing aids, etc.) |
| <input type="checkbox"/> yes <input type="checkbox"/> no Intellectual Disability / Developmental Delay | <input type="checkbox"/> yes <input type="checkbox"/> no Other Condition: _____ |
| <input type="checkbox"/> yes <input type="checkbox"/> no Motor Impairment (Cerebral Palsy, Partial Paralysis, etc) | |
| <input type="checkbox"/> yes <input type="checkbox"/> no Sensory Integration/Processing Disabilities | |

Additional detailed information for anything checked yes above (including special instructions for allergic reactions):

If participant has any allergy that could result in anaphylaxis (example: tree nut or bee allergy) please note that we strongly encourage providing your participant with an Epi-Pen to keep at the program site.

- ☐ Please check here if you will **not** be providing your participant with an Epi-Pen for the allergy listed above and that you understand the risks of doing so, and release the City of Raleigh from any and all liability regarding treatment of your child in the event of a life-threatening allergic reaction. In the event of a life-threatening allergic reaction, Program Staff will immediately call 911. We do not have Epi-Pens on site available for use.

Medical Information

Only medications which are medically necessary and cannot be scheduled outside the hours of the recreation program will be given during the program. No program participant should be in possession of non-prescription or prescription medication of ANY kind without the knowledge of the program staff. Any participant who must receive medication during the program must have on file the appropriate signed medication form:

- A. **Assisted Administration of Medication:** Parks, Recreation, and Cultural Resources staff maintain, provide and monitor consumption of both prescription and non-prescription medication.
- B. **Self-Administration of Medication:** (for use in Teen, Adventure and SRS Adult Programs ONLY) Participant may maintain and consume non-prescription medication, inhalers and/or EPI pen as needed with review from staff.

The Assisted Administration of Medication form is included within the School Based Programs Brochure. Both forms may also be obtained by contacting the specific program location or by calling the Raleigh Business Office at (919) 996-4800. Medication forms should be submitted PRIOR to the participant attending the program.

Please list any medication the participant will be taking during the program and any additional information you would like to share:

Medical Insurance is required for all participants registered for School Based Programs. Third Party opportunities may be available upon request.

I confirm that the participant has medical insurance. yes ☐ no ☐

By signing below, I acknowledge the following:

- that **PLEASE NOTE: Raleigh Parks, Recreation, and Cultural Resources staff will only allow the parent /guardian whose signature appears on this registration form to make changes to the form and staff will only release information about the participant to those person(s) listed; and**
- that the City of Raleigh provides no insurance coverage for participants;
- that I have read, understand, and agree to the City of Raleigh Parks, Recreation, and Cultural Resources School Based Program Policies on pages 21-23.
- that I understand I am waiving my legal rights (please refer to program policies).
- that in the event of a medical emergency, every effort will be made to contact parent (s)/ guardian (s). I authorize the City of Raleigh staff to seek appropriate medical care if a parent/guardian cannot be reached;
- that I have selected an appropriate program for the interests and abilities of the participant and that the information I have provided on the Participant Information Form is current and accurate.

Signature is required to complete the registration process. Any person listed as the mother or father on the registration form may add or remove an additional pick up person.

Participant Name	Parent/Guardian Signature	Date
Participant Name	Parent/Guardian Signature	Date

2015 – 2016 Registration Part 2 - Off-Premise Activity Authorization

To be completed by families that attend Barwell Road, Brier Creek or Marsh Creek only.

Please complete in ink. Please print.

Off-premise activities refer to any activity which takes place away from a licensed and approved space. License and approved space includes primary space, outdoor space, single use rooms or other administrative areas that have been approved for use.

I, _____ parent/guardian of _____
NAME OF CHILD

give my permission to Barwell, Brier Creek, or Marsh Creek Community Center(s) for my child to participate in an off-premise activity.

Location of off-premise activity: Various field trip locations and activities

Purpose of the activity: Program and educational enhancement

Sign below to allow your child to leave the Community Center building or grounds for field trips or other activities.

This authorization is valid from 7/01/2015 thru 6/30/2016.

Parent/Guardian Signature

Date

Proceed to Part 3 next page.



2015 – 2016 Registration Part 3 - Payment Options (Choose A, B or C)

Main Contact Name

Youth Name

Please complete Option A, B or C in its entirety.

OPTION A - FULL PAYMENT WITH REGISTRATION

You must pay in full if your registration cost is less than \$400 OR if you register after March 1, 2016. A \$25 non-refundable processing fee per participant must be included with your registration. You can choose to pay in full at any cost level. Complete the information below:

☐ Check or Money Order attached (payable to City of Raleigh) ☐ American Express ☐ MasterCard ☐ Visa

Name of Card Holder

Billing Address

City/Zip

Card Number

Expiration Date

Amount Authorized

Signature

OPTION B - MONTHLY PAYMENT PLAN USING CREDIT CARD AUTHORIZATION

If your registration cost is \$400 or more, AND your registration is processed before March 1, 2016 AND you authorize payment by credit card, (American Express, MasterCard or Visa) a \$25 non-refundable processing fee per participant must be paid before receiving a monthly payment plan. YOU MUST complete both sections below, Non-Refundable Processing fee and PAYMENT PLAN AUTHORIZATION, below:

Non-Refundable Processing Fee paid by:

☐ American Express ☐ MasterCard ☐ Visa ☐ Check or Money Order attached (payable to the City of Raleigh)

Name of Card Holder

Billing Address

City/Zip

Card Number

Expiration Date

Non-Refundable Processing Fee Authorized

Signature

I hereby authorize City of Raleigh to process my monthly payment against my American Express, MasterCard or Visa. I certify, by signing below, that the information provided is true and correct.

☐ American Express ☐ MasterCard ☐ Visa **Payment date** ☐ 1st ☐ 15th

Name of Card Holder

Billing Address

City/Zip

Card Number

Expiration Date

Authorize monthly payment as stated on payment plan

Signature

If we are unable to process your payment we will contact you. Resolution on declined payments must be completed within 3 business days to avoid restrictions on your account and/or to continue participation in our programs.

Continued next page.

OPTION C – MONTHLY PAYMENT PLAN USING ALTERNATIVE PAYMENT METHOD

If you want to request an alternative payment method for your payment plan, you will select this option. By signing below you agree that you are the responsible person for making the monthly payments by the date indicated on your payment plan schedule.

If the required payment for Option A, B or C is not enclosed with your registration, your registration request WILL NOT be processed. We will try and contact you to obtain payment.

Parent/Guardian

PAYMENT PLAN AUTHORIZATION

Payment plans are calculated based on the date the registration is processed. Payment plans start as early as July 1, 2015 and end May 1, 2016.

Registrations processed March 16 to June 15, receive an 11 month payment plan.

Registrations processed June 16 to July 15, receive a 10 month payment plan.

Registrations processed July 16 to August 15, receive a 9 month payment plan.

Registrations processed August 16 to September 15, receive an 8 month payment plan.

Registrations processed September 16 to October 15, receive a 7 month payment plan.

Registrations processed October 16 to November 15, receive a 6 month payment plan.

Registrations processed November 16 to December 15, receive a 5 month payment plan.

Registrations processed December 16 to January 15, receive a 4 month payment plan.

Registrations processed January 16 to February 15, receive a 3 month payment plan.

Registrations processed February 16 to March 1, receive a 2 month payment plan.

ALL REGISTRATIONS COMPLETED AFTER March 1, 2016 must be paid in full at the time of registration.

The payment plan will be mailed to the main contact person and card holder in advance of your first payment.

Please refer to our School Based Program Policies, pages 21 – 23 for more payment, refund and withdrawal information.

FINANCIAL ASSISTANCE

Raleigh Parks, Recreation, and Cultural Resources recognizes that some participants may need financial assistance to have the opportunity to participate in our programs. Financial assistance is available for our Year-Round Track Out, Before School and After School programs. Funds are limited. For more information about eligibility and additional forms that need to be completed with registration, please call (919) 996-4800. Vouchers are accepted at Marsh Creek, Brier Creek and Barwell Road.

Failure to adhere to the terms of your payment plan may jeopardize the ability to have a payment plan in the future.

If your account becomes one month behind your child(ren) will be withdrawn. If you are withdrawn for non-payment and wish to re-register for a program you will be required to pay a \$25 non-refundable processing fee and the cost of the program in full at the time of registration.

2015 – 2016 School Based Programs Policies

Please read carefully.

Babysitting

Any babysitting arrangements with present or former staff of the Parks, Recreation and Cultural Resources Department are separate and independent from any Departmental program. These arrangements must be based on the independent responsibility and judgment of the parent or guardian. The City of Raleigh Parks, Recreation and Cultural Resources Department shall not be responsible for any claims or liability in connection with such babysitting activities.

Behavior Management

We utilize and encourage the practice of praise and positive reinforcement as effective methods of behavior management. We believe that when participants receive positive and understanding interactions, they can develop good self-concept, problem-solving abilities, and self-discipline. The City of Raleigh Parks, Recreation, and Cultural Resources Department supports and practices the following procedures for behavior problems:

1. Initially, participants will be given a quiet reprimand/verbal warning.
2. If behavior persists after verbal warning, a Behavior Action Plan will be implemented to identify specific behaviors and work with the participant and parent/guardian to develop appropriate behavior management solutions.
3. If behavior problems continue after implementation of the Behavior Action Plan, a first Incident Report will be presented to the parent/guardian.
4. Additional behavior problems will constitute a second Incident Report presented to the parent/guardian and a possible two (2) full-day suspension from the program may occur (no refunds will be given for the days suspended). The parent/guardian may be requested to pick up the participant within an hour of the initial contact to the parent/guardian. If a parent/guardian does not pick up the participant within an hour, a late fee may be charged.
5. If a behavior problem persists, a third Incident Report will be presented and the participant may be asked to leave the program. A two (2) full day suspension will be issued to the participant while the Incident Reports are being reviewed.
6. For severe offenses, such as but not limited to: fighting/hitting, theft, vandalism, bullying, possession of weapons or drugs, severe verbal threats, sexual misconduct, or any other safety related behavior, the participant may be suspended or dismissed from the program

immediately. Any of the above mentioned behaviors may result in immediate suspension or expulsion from program.

7. Participants will not be disciplined in camp for behavior that occurred outside of camp hours, even at parental requests.
8. Participation in camp activities during program hours is required.

Child Care Licensing Information

Several of our sites are licensed by the North Carolina Division of Child Development and require additional paperwork to be completed before your child can begin our program. You may be required to complete this paperwork at the time of registration or at a later date. Failure to complete licensing paperwork by given deadline may result in dismissal from the program. Licensure also requires that you come into the program site everyday to sign your child in and/or out from the program.

Confidentiality

Parks, Recreation and Cultural Resources Department staff will not discuss confidential matters or personal information with anyone outside of the Department or with unauthorized individuals.

All participants are encouraged to respect the confidentiality of other participants by not disclosing personal information with social media such as Facebook, Twitter, etc. Departmental staff are not permitted to share personal information or pictures about any participants or staff through social media such as Facebook, Twitter, Instagram, Snapchat, or discuss any personal information about participants outside of the workplace.

Dress Code

Participants should wear cool, comfortable clothing and athletic shoes in order to participate in recreational or athletic activities each day. If appropriate attire is not worn, therefore preventing participation, the parent/guardian may be asked to bring appropriate clothing or will be required to pick up the participant. Certain programs may have additional clothing requirements.

Unacceptable attire: sandals or flip-flops; shirts with spaghetti straps; clothing that displays drugs, alcohol, tobacco, sexual or gang references; two piece bathing suits; excessively loose pants or shirts; revealing clothing; jewelry; crocs™. Certain programs may allow exceptions to this list.

Electronic Devices/Items From Home

No electronic devices are allowed (examples: mobile phones, MP3 players, gaming devices, etc.) unless accommodations have been made for the participant through an Inclusion Plan. Staff reserves the right to confiscate electronic devices if issues arise.

Participants may have the opportunity to bring in items (toys, books, etc.) from home with program staff permission. If you choose to allow your participant to bring in items from home the City of Raleigh Parks, Recreation and Cultural Resources Department does not assume any responsibility for lost or broken items. Departmental staff reserves the right to confiscate any item that is not appropriate or may be used in an inappropriate manner while in our program. Items that are not appropriate include, but are not limited to:

- Any type of weapon (toy guns, knives, swords, including anything that can be used to approximate a weapon by the participant)
- Any item that can be used to harass or intimidate another participant.
- Any item that causes disruption to scheduled activities

Confiscated items will be returned to the parent/guardian at the end of the day.

Field Trips

Raleigh Parks, Recreation and Cultural Resources will transport participants offsite in vehicles provided by or contracted by the City of Raleigh. If a program participant arrives at program site after the scheduled departure for a field trip, it is the responsibility of the parent/guardian to either:

- Transport the participant to the field trip location and sign-in the participant with a City of Raleigh program staff member at the field trip site, or;
- Transport the participant to the program site once the program returns from the field trip location and sign-in.

Buses will leave the program location at the advertised scheduled time and will not be delayed to wait for participants to arrive to the program site. Participants cannot be left at a program location without program staff present. Refunds will not be awarded if participant misses a field trip. The City of Raleigh Parks, Recreation, and Cultural Resources Department does not accept responsibility for a program participant until they are signed in with program staff.

continued on next page

2015 – 2016 School Based Programs Policies *continued*

If a parent/guardian needs to pick up a participant while on a field trip, it is the responsibility of the parent/guardian to pick up the participant at the field trip location. Confirmation of the early release is required prior to participant being released.

Food

Any food brought into any program to be served to program participants must be store bought with labeled ingredient information. Due to allergy concerns homemade food items will not be accepted into our programs.

Illness/Injury

Any participant should remain home from all programs if they have had any of the following in the past twenty-four (24) hours:

- Contagious conditions (i.e. Fever 100 degrees or higher without fever reducing medication, diarrhea, vomiting, sore throat, undiagnosed rash, chicken pox, pink eye, ring worm, head lice, or any other potentially contagious condition.)
- Physical injury that does not allow the participant to safely participate in the program.

If a participant demonstrates any of the above while at the program, the parent/guardian will have one hour to pick up the participant from the program location. If the participant becomes sick while at the program, he/she will be separated from the other participants while the parent/guardian is called to come and pick them up. After 24 hours, if the participant is symptom free or written documentation has been received from a doctor stating the participant is not contagious or can safely participate, they may return to the program. If you suspect that your participant has a contagious condition that may be spread to others, please notify your the program director as soon as possible. Please do not bring the participant back to the program until the program director has been contacted.

The above criteria apply to all participants, as well as those with Inclusion Plans or other accommodations.

Inclement Weather Policy

Listed below are inclement weather procedures to protect the safety of all participants and staff members. Refunds or credits will not be given for inclement weather.

During all inclement weather events, families registered for School Based programs (After School X-Press, Before School X-Press, and Track Out X-Press) will:

- Receive a notification when operational status changes via the emergency notification system.

- Operational Status can also be obtained by:
 - > visiting the City of Raleigh Parks and Recreation Department Website- parks.raleighnc.gov and click on "Park Status"
 - > calling the Youth Programs Office at 919-996-6165.

The following decisions concerning operational status during an inclement weather event will occur automatically.

- Wake County Public Schools close due to inclement weather- Before and After School Programs are cancelled.
- Wake County Public Schools release early due to inclement weather- After School Program is cancelled.

Inclusion Services

The Raleigh Parks, Recreation, and Cultural Resources Department welcomes the participation of all individuals in our programs. We are fully committed to complying with the Americans with Disabilities Act (ADA) and providing reasonable accommodations to facilitate participation in our programs.

Inclusion Services supports access to typical programs by offering reasonable and appropriate resources to the participant. These may include, but are not limited to: additional information from parent/guardian/service provider from interviews; supportive materials; program or site- specific training; and/or additional staff for the group. Participants who indicate a disability or accommodation request on their registration form may be contacted by Inclusion Services to determine if any of the above resources are necessary for participation. Any participant requiring a more intensive level of support may consider having their own care provider attend the program as a Personal Assistant. (Assistants, Volunteers, Therapists, or other care providers are required to complete a background check and informational forms before attending the program.)

To ensure that adequate resources are in place, registration should be received at least two weeks prior to the start date of the program. Please contact Inclusion Services at 919-996-2147 for more information.

Late Pick-up

Participants that are picked up after the closing time of the program will be charged a late fee. The fee is as follows: Once the parent/guardian is up to ten minutes late a \$5 fee will be charged per family. An additional \$1 per family will be added for every minute past ten minutes late. Payment is due at the time of late pick-up. Continual late pickups may lead to dismissal from the program in relation to excessive late pick-up policy forms.

Lost/Stolen Items

The City of Raleigh Parks, Recreation and Cultural Resources Department is not responsible for any personal items lost or stolen at our programs.

Movies

Movies may be shown to participants in Raleigh Parks, Recreation, and Cultural Resources Programs. Before movies are shown the title of the movie will be communicated to parent/guardians. All movies shown are rated G or PG.

Non-Discrimination

The City of Raleigh Parks, Recreation, and Cultural Resources Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of services, programs or activities. A participant alleging discrimination on the basis of any of the aforementioned areas may file a complaint with the Director of the Raleigh Parks, Recreation, and Cultural Resources Department or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

Participant Sign Out

The Security Key Tag Identification Process is in place to properly identify individuals that have the parental/legal guardian permission to sign-out a participant from any program. Legal guardians and other individuals listed on the participant registration form as an authorized pick up person will be issued a security key tag. Key tags may be obtained from the site on the first day of the program. Tags will only be issued to the individual listed on the registration form with a photo ID. A parent/guardian will not be issued multiple key tags to be given to other individuals authorized to pick up the participant. A photo ID may be requested by program staff at any time to verify a person's identity even if the person has a security tag.

Any person listed as a parent/guardian on the registration form may add or remove additional person(s) to the authorized pick up list. Parents/guardians should inform anyone picking up a participant without a key tag that they will be required to show a photo identification card. Participants will not be released without proper photo identification.

Payment

Please see payment options on pages 19 and 20. If the required payment is not provided with the completed registration forms, the participant registration will not be processed but we will attempt to contact you to obtain payment.

Personal Care

The City of Raleigh Parks, Recreation, and Cultural Resources Department does not provide personal care for program participants. Raleigh Parks, Recreation, and Cultural Resources staff does not assist in the toileting of any participants or help with dressing participants. The Department requires that all program participants are "potty" trained in order to participate. Program participants must be able to change their own clothing if soiled. Raleigh Parks, Recreation, and Cultural Resources Departmental staff are not expected to change program participant's clothing.

If a toileting accident does occur, a change of clothes must be brought to the program site or the participant must be picked up from the program site within one hour of the incident. If toileting accidents are routine participants may be dismissed from the program.

Photography/Video Waiver

The City of Raleigh Parks, Recreation, and Cultural Resources Department may capture pictures or video clips of program participants while involved in its programs. Should that occur, these items will be used by the department program for marketing & promotional opportunities, staff training and as part of program activities. Participant's names will not be published when photo or video clips are used. Some program areas are permitted to have social media sites. These sites are controlled by Departmental staff.

Release and Indemnity Agreement

I understand that participating in the recreational program selected involves risk of injury. These risks include inclement weather, accidents while traveling, equipment problems or failures, contact with and actions of other participants, slips/trips/falls, and musculoskeletal injuries, among others. I choose for myself or for my participant to participate in the selected programs despite the risks. By signing the Participant Information Form, I acknowledge all risks of injury, illness, and/or death and affirm that I have assumed all responsibility of injury, illness, and/or death in any way connected with participation in the program. I also agree for myself and for any participant to follow all rules and procedures of the program and to follow the reasonable instructions of the teachers and supervisors of the program.

In return for the opportunity to participate in this program, I agree for myself and for my heirs, assigns, executors, and administrators to release, waive, and discharge any legal rights I may have to seek payment or relief of any kind from the City, its employees or its agents for injury, illness, and/or death resulting from this program. If I am registering a participant for a program, I agree that I am a parent, legal guardian, or am otherwise responsible for the participant whose application I am submitting and that I release, waive, and discharge any legal rights that I may assert on behalf of the participant's participation in the program. I also agree not to sue the City, its employees, or its agents and agree to indemnify the City for all claims, damages, losses, or expenses, including attorney's fees, if a suit is filed concerning an injury, illness, or death to me or to my participant resulting from participation in the program.

Refunds

All refund requests received in writing 14 days or more in advance of the start date of the program/rental/team placement are entitled to:

- 100% refund/credit/transfer if the department cancels program or facility rental, 100% credit or transfer of fees to another program at time of withdrawal or, 85% refund based on total cost of program, 85% credit/transfer/refund of eligible rental fees
- Refund/credit/transfer requests received less than 14 days prior to the start date of a program/rental/team placement will not be granted
- Refunds for medical reasons requested prior to the start date of a program/rental/team placement will be granted at 100%, subject to verification
- Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability
- A credit may be used by any family member on the same registration account
- Non-attendance/non-participation in a program does not entitle a patron to a refund.

Sunscreen and Insect Repellent

If needed, please apply these products to participants before they come to the program each day. Please supply any sunscreen and/or insect repellent that the participant may need during any program. Staff will provide frequent opportunities for participants to reapply over the

course of the day. Staff or siblings may assist participants in applying sunscreen only to exposed skin that the participant cannot reach on their own. Spray or mist type sunscreen and/or insect repellent are recommended. These products are not to be shared with other participants. Participants in Specialized Recreation Services programs may be assisted to apply sunscreen and/or insect repellent, as provided and directed by the parent/guardian.

Swimming Information (for applicable programs)

Raleigh Parks, Recreation and Cultural Resources staff will conduct swim tests for all program participants and issue lifejackets to non-swimmers. To swim without a lifejacket, a swimmer must be able to swim one length of the pool (approximately 25 yards or 75 feet) on their front and tread water for 30 seconds. All non-swimmers will be required to wear lifejackets. Parent/guardian can request that staff not allow the participant to participate in the swim test and automatically place the participant in a lifejacket. Staff reserves the right to place a participant in a life jacket in the interest of a participant's safety. All participants, regardless of swimming ability, will wear lifejackets when participating in water activities including swimming in lakes, rivers, or the ocean.

Voucher Policy

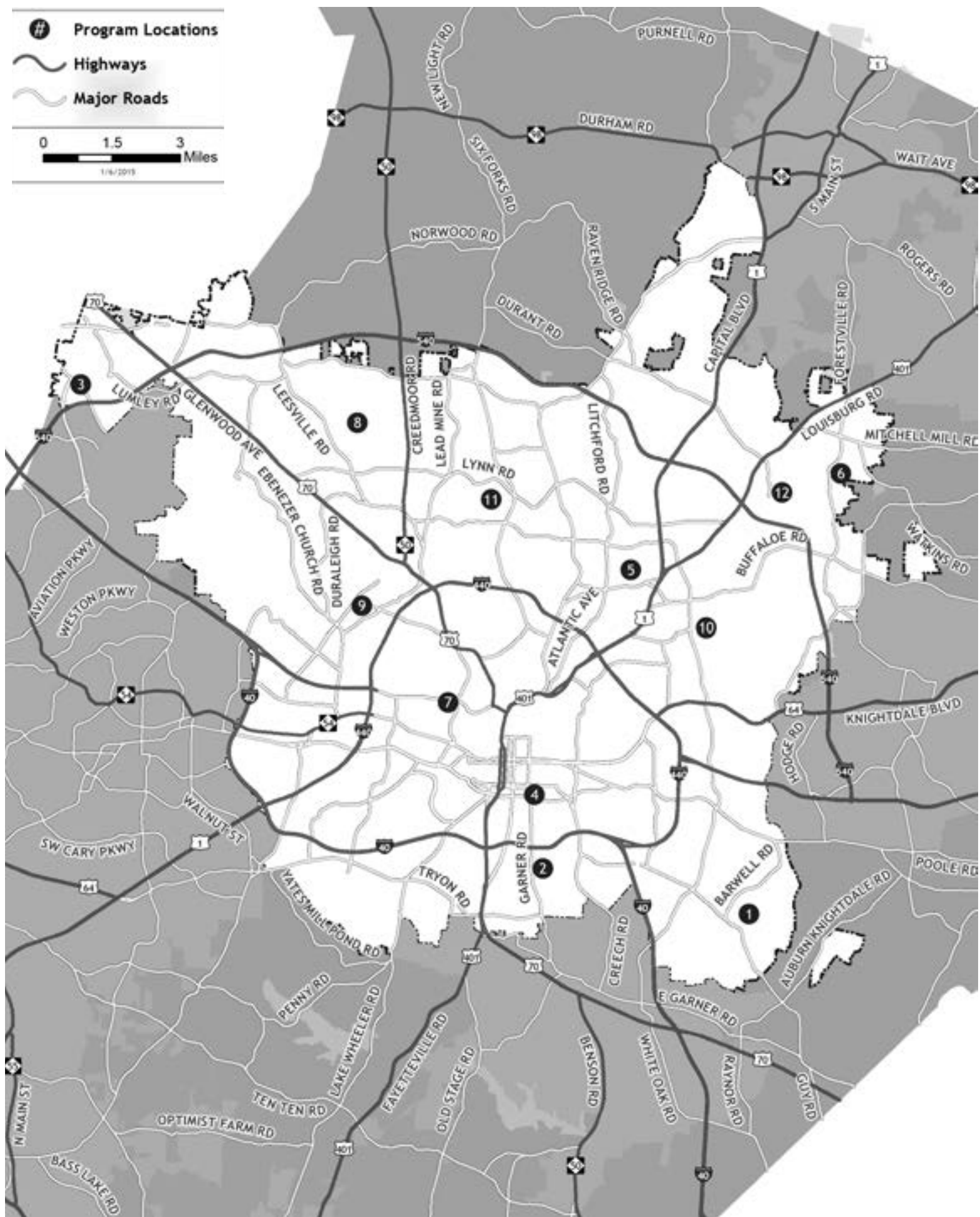
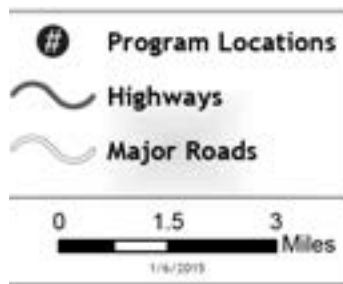
Due to licensing, vouchers are only accepted for Barwell Road, Brier Creek and Marsh Creek School Based Programs (Before School, After School, and Trackout). A completed voucher with proper information is required to be onsite. For all voucher and registration questions please call 919-996-4800.

Waitlists Notification

If your participant clears the waitlist, you will be notified by telephone or email. You will have 24 hours to accept and remit payment for the requested program. Your acceptance must be confirmed in writing and if notification is not received within 24 hours you will forfeit your participant's placement.

Withdrawal and Transfers

All withdrawals and transfers must be received in writing 14 days or more in advance of the start date of the program. Non-attendance or non-participation in a program does not entitle a patron to a credit of the registration fee.



Locations

- 1 Barwell Road**
5057 Barwell Park Drive 27610
(919) 996-5994
- 2 Biltmore Hills**
2615 Fitzgerald Drive 27610
(919) 831-6895
- 3 Brier Creek**
3050 Globe Road
27617
(919) 420-2340
- 4 Chavis**
505 MLK Jr. Boulevard 27601
(919) 831-6989
- 5 Green Rd.**
4201 Green Road 27604
(919) 872-4140
- 6 Harris Creek Elementary**
3829 Forestville Road 27616
(919) 996-6165
- 7 Jaycee**
2405 Wade Avenue 27607
(919) 831-6833
- 8 Lake Lynn**
7921 Ray Road 27613
(919) 870-2911
- 9 Laurel Hills**
3808 Edwards Mill Road
27612
(919) 420-2383
- 10 Marsh Creek**
3050 New Hope Road 27604
(919) 996-4920
- 11 Optimist**
5900 Whittier Drive 27609
(919) 870-2880
- 12 Riverbend Elementary School**
6710 Perry Creek Rd 27617
(919) 996-6165



RALEIGH Parks,
Recreation *and*
Cultural Resources
parks.raleighnc.gov



Raleigh Parks, Recreation and
Cultural Resources Department

SCHOOL BASED PROGRAMS

2014 – 2015

REGISTRATION BEGINS
MARCH 16, 2015



Parks,
Recreation *and*
Cultural Resources
parks.raleighnc.gov

Attn: Recreation Business Office
Pullen Arts Center, P&R 6501
105 Pullen Road
Raleigh, NC 27607

parks.raleighnc.gov



Our Staff

Our full-time program staff have four year college degrees and a vast amount of experience working with youth. This education and experience allows our staff to provide your child with well rounded experiences and diverse activities.

Our staff believes that working with your child is fun. It's not just about rules of the game, abilities, or a basketball. It's about HEART. It's about FEELINGS. It's about making a positive difference in YOUR child's life!

Staff Credentials

Members of the Raleigh Parks and Recreation & Cultural Resources's Department have many qualities and values including:

- >Willingness to have fun and provide a positive example for kids to rely on!
- > Tremendous energy and passion for working with youth!
- > An extensive amount of knowledge in programming activities for kids!

But most importantly the ability to come out and PLAY!

PARKS.RALEIGHNC.GOV